



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE PERSONNEL ANALYST

\$4,111 - \$4,997

HUMAN RESOURCES MANAGEMENT DIVISION

SACRAMENTO

Revised

Revised

RESPONSIBILITIES: Reporting to the Labor Relations Officer, this position will function independently and serve as the Workers' Compensation program analyst. Overall responsibilities include varied and complex work in administering the department's Workers' Compensation program, coordinating claims adjusting with SCIF (currently 75± open claims); consulting with and advising managers and supervisors and providing assistance on the full range of Workers' Compensation issues. Additional duties include performing research, analysis and staff work to develop or revise Workers' Compensation policies/procedures, providing training as needed and coordinating Return to Work activities with Human Resources staff and supervisors.

DESIRABLE QUALIFICATIONS: Knowledge of Workers' Compensation laws and procedures; State Compensation Insurance Fund procedures; and, Return to Work rules and practices.

Demonstrated ability to:

- Work with independence under general supervision;
- Handle multiple priorities;
- Communicate effectively and make effective presentations before groups;
- Strong written communication skills;
- Analyze data and independently prepare proposals and justifications;
- Negotiate complex, controversial or sensitive matters under stressful conditions;
- Independently resolve disputes; and,
- Develop effective working relationships with all levels of staff, including supervisors, managers, Executive Staff and employees.

WHO MAY APPLY: Applications will be accepted from current State employees at the Associate Personnel Analyst level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Stefanie Abdelnour Department of Insurance, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814 – Human Resources. **PLEASE INDICATE "Associate Personnel Analyst #191-5142-007" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3303.

FINAL FILING DATE: **January 18, 2005 or Until Filled**

NOTE: Interested individuals, including list eligible candidates, must submit applications by the final filing date in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD